

14/12/2022

NN-ICB/22/120

Dear Requestor

RE: Freedom of Information Request

With reference to your request for information I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we partially hold the information that you have requested. A response to each part of your request is below.

In the request you asked:

1. The number of employees who work for the ICB (headcount), excluding ancillary staff such as cleaners.
NHS Nottingham and Nottinghamshire Integrated Care Board's headcount on 17 November 2022 was 553.
2. The number of employees (as detailed in (1)) who were physically present at work in a designated ICB office on Thursday 17 November 2022.
64 staff signed in on 17 November 2022, across all ICB offices. Please note that the actual number is anticipated to be higher as not all bases have the option to sign-in, and we cannot confirm that all staff physically present at work signed in.
3. The number of employees (as detailed in (1)) who worked from home on Thursday 17th November.
NHS Nottingham and Nottinghamshire ICB does not hold this information.
4. If relevant, the number of ICB employees who were working elsewhere (for example, visiting a hospital, local authority or community health centre for work reasons) on Thursday 17th November.
NHS Nottingham and Nottinghamshire ICB does not hold this information.
5. The number of employees (as detailed in (1)) not working on Thursday 17th November, because they were (for example) off sick, on annual leave, etc.
48 members of staff were absent due to sickness, annual leave, maternity leave, adoption leave or special leave.
6. Please could you also provide me with a copy of the ICB's current policy, when it comes to where employees are normally expected to work.

The organisation does not have a policy regarding expectation of working base. The ICB developed a set of principles that allows staff to work in a hybrid manner between home and the ICB bases. Frequency of attendance at base is determined via team but staff are required to attend base as requested by their Line Manager.

If you are unhappy with the way in which your request has been handled, NHS Nottingham and Nottinghamshire Integrated Care Board (ICB) have an internal review procedure through which you can raise any concerns you might have. Further details of this procedure can be obtained by contacting Lucy Branson, Associate Director of Governance via lucy.branson@nhs.net or by writing to FOI Team at NHS Nottingham and Nottinghamshire ICB, Sir John Robinson House, Sir John Robinson Way, Arnold, Daybrook, Nottingham, NG5 6DA.

If you remain dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office (ICO), who will consider whether the organisation has complied with its obligations under the Act and can require the organisation to remedy any problems. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by NHS Nottingham and Nottinghamshire ICB. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/for-the-public/>

Complaints to the Information Commissioner's Office should be sent to:

FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 123 1113 or report a concern via <https://ico.org.uk/concerns/>

Yours sincerely

Freedom of Information (FOI) Officer on behalf of *NHS Nottingham and Nottinghamshire Integrated Care Board*

notts.foi@nhs.net

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence \(OGL\)](#) a request to re-use is not required, but the license conditions must be met. You must not re-use any previously unreleased information without having the consent of NHS Nottingham and Nottinghamshire Integrated Care Board. Should you wish to re-use previously unreleased information then you must make your request in writing (email will suffice) to the FOI Lead via notts.foi@nhs.net. All requests for re-use will be responded to within 20 working days of receipt.